



RE-ZONING APPLICATION

The rezoning application must be completed along with the following required information:

- 1. \_\_\_ A notarized letter from the property owner authorizing a representative to present the request, if the property owner will not be presenting the request.
- 2. \_\_\_ A plat, map, survey sketch with metes and bounds, or drawing that clearly indicates the location and dimensions of the property, including the lay of existing structures.
- 3. \_\_\_ A recorded copy of the Warranty Deed showing proof of ownership of the property and the volume and page number where it was filed with the Bell County Clerk.
- 4. \_\_\_ Tax certificate from the Bell County Tax Collectors Office.
- 5. \_\_\_ Non-refundable application fee: Please refer to the current City Fee Schedule.

*\*\*Other information or documentation necessary to process the application, as required by the city.\*\**

**Personal Information:**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Status (check one):  Owner                       Agent (if agent, attach notarized Letter of Authorization)

**Property Description:**

Address: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Requested Zoning: \_\_\_\_\_

Existing Property Use or State None: \_\_\_\_\_

Acreage and/or Square Footage: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

I hereby certify that I have read and examined this application and the attached questionnaire sheet and know the information I have provided to be true and correct. All provisions of laws and ordinances governing this application will be complied with whether specified herein or not. The granting of a zoning change does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the use of the property.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Application Received: \_\_\_\_\_

P&Z Meeting: \_\_\_\_\_

Council Meeting: \_\_\_\_\_

Fee Received: \_\_\_\_\_

**Please list the reasons for this rezoning request:**

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**List the changed or changing conditions in the area or City which make this zone change necessary:**

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**List any other reasons to support this zone change:**

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**SECTION 710.7: Resubmission of Zoning Requests**

When zoning request has been disapproved by the City Council, the same request shall not be resubmitted for a period of one hundred eighty (180) days after disapproval by the City Council. Upon disapproval of a second identical request, the same request shall not be resubmitted for a period of twelve (12) months from the date of the last disapproval. Each, subsequent disapproval of the identical request will result in a new delay of twelve (12) months. The provisions of this section will be inactive when transfer of title to a new owner is recorded.

**SECTION 710.8: Notification of Rezoning Request**

- (a) Public notifications of meetings on rezoning requests will be made in accordance with State regulations.
- (b) In addition to “(a)” above, the following notifications will be made using available ownership records and addresses. Lack of proper address or unavailability of owner which prevents timely notification will not act to bar or delay action on rezoning request.
  - (1) For request to rezone to “R-2” or “R-TH” Districts, owners of “R-1S”, “R-1” or “R-DT” zoned property within two hundred (200) feet will be notified.
  - (2) For request to rezone to “R-3” from any “R” District, owners of “R” zoned property within three (300) feet will be notified.
  - (3) For requests to rezone to “B-1”, “B-2”, or “B-3” from any “R” District, owners of “R” zoned property within four hundred (400) feet will be notified.
  - (4) For request to rezone to “B-4”, owners of property within six hundred (600) feet will be notified.
  - (5) For request to rezone to any “M” Districts, owners of property within six hundred (600) feet will be notified.
- (c) The additional cost of notifications beyond two hundred (200) feet will be paid by the owner of the property to be rezoned or his representative prior to action being taken by the Planning and Zoning Commission, the cost will be computed according to the Fee Schedule and as cost of postage plus one dollar (\$1.00) per owner to be notified.

**By signing below, you have read and understand the above requirements set forth by Ord. No. 6051-12.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Application Received: \_\_\_\_\_

P&Z Meeting: \_\_\_\_\_

Council Meeting: \_\_\_\_\_

Fee Received: \_\_\_\_\_